

Faculty Handbook

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4.2 Administrative Services

Saint Mary's College of California

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4.2. Administrative Services

4.2.1. Duplicating Service

The Duplicating Center (Saint Mary's Graphics), is located adjacent to the Service Center and is open 7:30am to 6:00pm Monday through Friday. Included among the services provided by the Center not only to College personnel and students but to the general public as well are printing, copying, collating, folding, stapling, hole punching, bindery, and other related work. Envelopes and carbonless forms are also done. Pick up and delivery service is scheduled twice daily. Reasonable orders can be completed the same day or the following day. A copier which can reduce, enlarge, and collate is available for general public use.

4.2.2. Campus Mail Service

Daily mail pickups from campus offices are made at 10:00am and 2:00pm. Any other outgoing mail must be delivered to the mail room, located in the Duplicating Center, no later than 3:45pm to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions which are available upon request. Each office is responsible for separating mail in categories (local, foreign, etc.). The mail room provides labels to identify the top envelope of bulk mailing. All envelopes to be sealed should have flaps up to be run through the postage machine. Like-sized pieces should be bundled together. Mail room personnel should be alerted for an early pickup and processing of more than 100 pieces by any single department.

4.0. ADMINISTRATIVE POLICIES, SERVICES AND FACILITIES
OF INTEREST TO THE FACULTY

4.2.2.1. Campus Mailboxes (Faculty and Administration)

(Under revision)

4.2.3. Information Office

The Information office (switchboard), located in Filippi Hall, usually has addresses and phone numbers for faculty and students. The Registrar's office has this information for all students. At present, there is no way to send written material to an on-campus student other than by U.S. mail or by delivering it to his or her room.

4.2.4. Telephone Calls

Saint Mary's College campus telephone number is (510) 631-4000. College telephones are for College business only. Questions about telephone service should be directed to the Telephone Communications office, extension 4284.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Codes 415 and 510. Dial 9 plus number. Calls outside Area Codes 415 and 510 must be placed either:

- a) by arrangement with the faculty member's department chairperson through his/her departmental office phone for long-distance calls, or
- b) by arrangement with the School or faculty secretary for long-distance calls to locations both within and outside California, or
- c) for personal calls dial 8+0 for local operator or 8+00 for long distance operator. This will initiate a credit card, collect, or third party call.

Coin telephones are also available for making personal long-distance calls.

Faculty should advise persons who call them often to dial their number directly by using the prefix 631 plus their extension.

4.2.5. Facsimile Transmission

Faculty who wish to send or receive a copy via facsimile will find service in these locations:

| | |
|--|----------|
| School of Economics and Business Administration (Galileo 329)... | 376-5625 |
| School of Education (Education Office)..... | 376-8379 |
| School of Extended Education (DeLaSalle Office)..... | 631-9214 |
| School of Liberal Arts (Dante 319N)..... | 631-0938 |
| School of Science (Galileo 101)..... | 376-4027 |

4.2.6. Maintenance and Janitorial Service

Requests for service and information regarding scheduling of any janitorial, grounds, and/or building maintenance services should be directed to the Physical Plant office. This includes requests for cleaning, moving, set-ups, or ground use, as well as repairs or installation of any equipment or services. Requests for remodeling, renovations, or new construction must be accompanied by a Project Request form available in the Physical Plant office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the Physical Plant office. After regular working hours, emergency service may be requested through the Office of the Director of Public Safety.

4.2.7. Lost and Found

The College's lost and found department is located at the Campus Security office. Inquiries may also be made at the main entrance gate.

4.2.8. Informational Services

4.2.8.1. This Week at Saint Mary's

This Week at Saint Mary's is a published listing of events/activities to be held during a given week at the College, distributed either Wednesday or Thursday, a week in advance of the specific week. Material for this listing comes from the master calendar prepared by the Director of Facilities. Information to be included on this listing should be submitted at least a week in advance for clearance on the master calendar and for subsequent inclusion in this weekly publication.

4.2.8.2. Saint Mary's Update

Saint Mary's Update is produced by the Office of Public Relations and is the official publication of Saint Mary's College. It is published three times a year for the alumni, parents and friends of the College. Faculty members are encouraged to contribute to the Update. For further information, contact the Office of Public Relations, extension 4222.

4.2.8.3. Faculty News

Faculty News is the on-campus faculty newsletter that contains news and items of interest and value about teaching and scholarly activities of the undergraduate and graduate faculty. Special attention is given to reporting professional activities and scholarly achievements of the faculty, such as the publication of articles and books. Academic honors and awards are highlighted. Faculty News is published three times yearly and is prepared and edited by the Director for Faculty Development and Scholarship.

4.0. ADMINISTRATIVE POLICIES, SERVICES AND FACILITIES OF INTEREST TO THE FACULTY

4.2.8. Informational Services (continued)

4.2.8.4. Staff Connection

The Staff Connection is distributed 10 months of the year for employees of the College. It contains a feature story, news of events and policy changes, and personal items about employees. It is prepared by the Staff Committee representatives and edited by the Public Relations Department.

4.2.8.5. Educational Perspectives

Educational Perspectives is an on-campus journal devoted to the theory and practice of teaching and learning at the College. The review appears twice a year and contains articles, copies of talks, documentation, position papers, and book reviews. Manuscripts are solicited from faculty, administration and staff.